



HBC 50-03
ORIG 09-05, REV.
09/05

**ENVIRONMENTAL AND PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
KENTUCKY BUILDING CODE INSPECTORS CERTIFICATION PROGRAM**

VENDOR APPLICATION

CONTINUING EDUCATION APPROVAL REQUEST FORM

Must be completed by certified inspector or organization requesting approval of non-department designated training for continuing education purposes. Attach additional sheets as needed. **PLEASE TYPE OR PRINT.**

PERSON OR ORGANIZATION SUBMITTING REQUEST: _____

ADDRESS: _____

DAYTIME PHONE NUMBER: _____

TRAINING SPONSOR: _____

TRAINING TITLE: _____

PURPOSE & BENEFITS OF THIS TRAINING: _____

SITE TRAINING TO BE HELD: _____

TRAINING DATE(S): _____

TRAINING HOURS: _____

INSTRUCTOR NAME: _____

BASIS FOR INSTRUCTOR QUALIFICATIONS: _____

METHOD OF VERIFYING ATTENDANCE: _____

(ATTENDANCE RECORDS SHALL BE KEPT FOR 12 MONTHS AFTER COMPLETION OF CLASS)

***ACCOMPANING THIS APPLICATION SHALL BE A COURSE SYLLABUS PROVIDING A DETAILED OUTLINE AND WRITTEN DESCRIPTION OF THE CLASS MATERIAL AND EDUCATIONAL CONTENT FOR REVIEW.**

Return completed form and any attachments **no later than 30 days** from the date of the educational event to:

Kentucky Building Code Inspectors Certification Program, Office of Housing, Buildings, and Construction, 101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5405.

